

Group work: Basic course rules

1. Read "Dealing with Hitchhikers and Couch Potatoes." Read it again. Follow its advice.
2. You may opt out of group work at any time. (Note: the earlier you do this, the better for both you and your group mates.) To opt out, talk to me. After you opt out, it will be your responsibility to do all course work (both group and individual) on your own.
3. You may ask to join another group. To do so, make sure the group agrees, and then talk to me and explain why you want to move. Note: I generally won't let people move to join their friends—that tends to create cliques within groups, and is hard on the people left behind. In fact, group work should be an opportunity to work with diverse people and make new friends. A better reason for moving is that you're doing *all* the work for the group, or that your group is totally dysfunctional. I also strongly recommend that you talk about your decision with your group mates too, before asking to be moved.
4. Any time you hand in or perform group work, list the "members actively participating" on a page. It is up to your group to determine by majority vote who the "members actively participating" are. In some cases, you may find it fair to include a member who actually did nothing on this project (perhaps she contributed more than her share on another project). In other cases, you may find it fair to exclude a member who actually did something, if the quality of her work was too low. Note: If you think you have been unfairly excluded from the list, contact me *within one week of the due date*.
5. If your group is having problems functioning well, talk to me or the course assistant immediately. The course assistant may be able to help mediate problems by attending meetings, listening to all sides and helping you talk to each other. I am willing to talk to group members individually and to encourage responsibility strongly.
6. At any time, a group by majority vote may ask me to fire a member. To do so, send an email to both me *and the group member* stating why you want to fire them. I will investigate and make a decision. A fired member still is responsible for doing all course work (both group and individual) on his/her own, unless he/she joins another group.

Here's the main things to remember:

Spot group problems early.

Confront them immediately.

If you can't work them out, contact me quickly.

Don't bother complaining to me in 9th week!